GETTING STARTED

Attendance and participation (in class and on Canvas) are essential for success.

Meetings: This course meets 12-3pm, typically on Mondays and Wednesdays in May and June (Summer Term 1), plus one Tuesday. Please see the schedule for specific dates. Location: Henry Angus Building, Room 235.

Materials to bring: Scheduled readings (electronic and/or printed), pen and paper (including paper suitable to hand in), access to a laptop will be helpful for some class activities.

Key Resources: library.ubc.ca (with EzProxy and/or VPN), canvas.ubc.ca, Canvas student app

Correspondence: Please set up and use your UBC alumni email account, or the “Inbox” on Canvas.

COURSE INSTRUCTOR

Dr. Catherine Rawn
Senior Instructor
cdrawn@psych.ubc.ca
www.psych.ubc.ca/~cdrawn
@cdrawn

Office Hours may be held in person or by phone. Please email me to schedule an appointment. In-person meetings will occur in my office (Kenny Building Room 2523) unless otherwise arranged.

TEACHING ASSISTANT

Kyle Gooderham, PhD Student
kyle@psych.ubc.ca

Office Hours details to come.

COURSE OVERVIEW

This course is designed as an intensive, active seminar to help you apply your understanding of psychological science to help other people learn, while developing professional skills relevant to teaching. You may begin to shift your identity from a student to a member of a teaching team.

If you enjoy this course, you might consider applying to become an Undergraduate Teaching Assistant in the Psychology Department or elsewhere. This course will help you strengthen that application. Yet this course is designed as a springboard for many future work or study endeavours (e.g., course/curriculum design, instructional design, management, teaching at any level, human resources/training, graduate school, group facilitation, academic advising).

PRACTICAL PREPARATIONS

Introduce Yourself! Please go to Canvas >> Account >> Profile to add a photo of yourself and brief bio to introduce yourself to our class. Check Account >> Notifications to ensure you receive announcements and other notices. Please read this entire syllabus and complete the readings before Class #1 (see “Preparing for Class” below).

Prerequisites: Because we will be reading primary source journal articles, this course requires PSYC 217 (Research Methods) and PSYC 218 (Analysis of Behavioural Data). If you have not taken these courses, please see me for strategies.

Note on Withdrawing: If you find yourself unable to handle the demand of this course at this time, I encourage you to talk to me. Withdrawal without record on your transcript must occur by 10 May 2019, or by 24 May 2019 for withdrawal with a standing of “W” (see the UBC calendar).
**LEARNING OUTCOMES**

*By the end of this course, you should be able to:*

1. find, interpret, discuss, and apply research in psychology to help support others’ learning (and your own!).
2. use psychological principles to design and lead peers in learning experiences (e.g., mini-lesson, study guide).
3. evaluate learning materials and experiences using psychological and related research.
4. develop, use, and refine rubrics to evaluate your own and others’ day-to-day participation, pieces of writing, and oral communication.
5. recognize opportunities to make teaching and learning decisions (e.g., in grading, lesson planning, study advice, use of technology), and identify research as well as contextual factors relevant to those decisions.
6. demonstrate professional conduct and communication in all course-related engagement.

**LEARNING ASSESSMENTS**

These assessments are designed to help you achieve the learning outcomes—and to help me measure that learning.

**Participation** (25%, throughout the course). LOs 1, 3, 4, 5

- 15%: in-class/online discussion participation. Rubric to be developed in first week by the class based on group guidelines, agreements, and professionalism.
- 10%: approximately 8-10 mini assignments typically completed in class (e.g., online introduction, develop a grades file to synthesize peer reviews; critique a textbook feature; use the Scantron machine; interpret Scantron data; create a multiple choice question; do/facilitate a mini two-stage exam). Evaluation for each: 0 (missing), 1 (satisfactory), 2 (exemplary).

**Scholarly Reading Reflections** (35% total: 5 x 6%, 2nd class, 3rd class, last class, and your choice of two others (see Class Dates and Deadlines); plus 5% quality of peer reviews). LOs 1, 3

- Two-page thought papers demonstrate accurate understanding of the readings, ability to apply concepts from the reading to understand a past experience or future decision, ability to connect ideas across readings as relevant. See the Assignment area on Canvas for more information.
- Full rubric will be provided in class and used by the instructor to evaluate Reflection #1. Further Reflections will be peer evaluated (bring 4 copies to class, use rubric to review others’ work, receive reviews and rate quality of feedback given by others).

**Major Project and Presentation** (40% total: 5% proposal; 25% written product; 10% presentation). LOs 1, 2, 3

- *One way to start thinking about this project is to reflect on a past psychology course that you have taken. Was there a resource that would have been helpful to your or your peers, if it existed? Was there a study strategy that might have been helpful, that you want to consider more? Successful projects might be suitable for use by students in next year’s course.*
- Option A: Choose and explain a study strategy, and summarize supporting research/theory justifying why it works. Engage your peers in a live demonstration of how that strategy works. Using the common feedback form, collect feedback on the strategy and the demonstration itself.
- Option B: Create a resource (e.g., a study guide module in Canvas) that will help people learn; summarize supporting research/theory to justify one or more design decisions. Engage your peers
in an orientation to/demonstration of the module. Collect feedback on the module and the
demonstration itself.

- Final papers follow the IMRD format:
  - Introduction: describe the strategy or module, including the target audience and context
    (about a page), summarize the relevant supporting research/theory (about 3 pages)
  - Method: describe how you collected feedback, including summarizing the
    demonstration/orientation and the data collection instrument (can add Appendices as
    needed)
  - Results: synthesize and summarize the qualitative and quantitative feedback on the
    strategy/module and the demonstration/orientation (separately). Include some
    information on your “participants.”
  - Discussion: interpret the feedback on the strategy/module and the
    demonstration/orientation. Identify strengths and weaknesses/limitations, as well as an
    action plan for addressing those.
  - References (in APA style)
  - Figures and/or Tables (as relevant)
  - Appendices (as relevant)

Proposal (5%) due Class #4 (Week 2). Instructor evaluation. Peer feedback.
Presentation (10%) due Class #7 (Week 4). Peer and Instructor evaluation and feedback.
Paper (25%) due after classes are over (Week 6, Sunday at 11:59pm). Instructor evaluation.
See Class Dates and Deadlines 2019 for precise dates.
Feedback and evaluation details will be provided in class.

**CLASS DATES AND DEADLINES 2019**

*Classes held 12pm-3pm, including a break approximately mid-way. Readings and topics are listed below.*

<table>
<thead>
<tr>
<th>Monday Class</th>
<th>Wednesday Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1. May 6</td>
<td>#2. May 8</td>
</tr>
<tr>
<td></td>
<td><strong>Scholarly Reading Reflection #1 due</strong></td>
</tr>
<tr>
<td>#3. May 13</td>
<td>#4. May 15</td>
</tr>
<tr>
<td><strong>Scholarly Reading Reflection #2 due</strong></td>
<td><strong>Design Proposal (1-page) due today. Use template on Canvas. Submit on Canvas by 4:00pm.</strong></td>
</tr>
<tr>
<td>(No class: Victoria Day holiday, UBC closed)</td>
<td>#5. May 22</td>
</tr>
<tr>
<td>#6. May 27: <strong>Class held on Canvas, not in person</strong></td>
<td>#7. May 29</td>
</tr>
<tr>
<td></td>
<td><strong>Project Presentation</strong></td>
</tr>
<tr>
<td>#8. June 10</td>
<td>#9. June 12</td>
</tr>
<tr>
<td><strong>Scholarly Reading Reflection (choice)</strong></td>
<td><strong>Skill Building Workshop</strong></td>
</tr>
<tr>
<td>#10. June 17</td>
<td>#11. <strong>Tuesday June 18</strong></td>
</tr>
<tr>
<td><strong>Scholarly Reading Reflection (choice)</strong></td>
<td><strong>Special paper workshop class</strong></td>
</tr>
<tr>
<td>#11. <strong>Tuesday June 18</strong></td>
<td>#12. June 19</td>
</tr>
<tr>
<td><strong>Special paper workshop class</strong></td>
<td><strong>Scholarly Reading Reflection #5 due</strong></td>
</tr>
<tr>
<td>#12. June 19</td>
<td><strong>Sunday June 23</strong></td>
</tr>
<tr>
<td><strong>Scholarly Reading Reflection #5 due</strong></td>
<td><strong>Final Paper Due 11:59pm</strong></td>
</tr>
</tbody>
</table>

[UBC classes shutdown for Congress]
EXPECTATIONS AND POLICIES

Participate

Success in this class depends on your active participation. Come ready. I will ask you to do only those activities that I believe will help you learn. You are welcome to ask for supporting references at any time. If you must miss class, you are responsible for making up missed work. Please contact me to check in. You will not be able to regain participation points for missed classes, except in exceptional circumstances.

Submit assignments on Canvas on time

Submit on Canvas in the relevant Assignment link on the due date at the time specified on Canvas. You may be asked to bring hard copies of Reading Reflections to class. Typically, late work will be accepted up to 3 days late (including weekends), but 10% per day will be deducted.

If you need accommodation due to exceptional circumstances please seek help

Despite our best efforts, sometimes events and circumstances outside of our control severely and negatively impact our work. If something is going on and you will be absent or need a small extension, please contact me as soon as you can. In more complex or deeply affecting situations, please see Arts Academic Advising. If you have ongoing need for accommodation, please contact Centre for Accessibility.

Psychology Department Grading Policy

Note for PSYC 417: Because of our small class size, our class average score can deviate from usual Departmental grading policy. It’s reasonable to expect the class mean to be around 75%, with a standard deviation around 11-12%.

Standard policy: “In order to reduce grade inflation and maintain equity across multiple course sections, all psychology courses are required to comply with departmental norms regarding grade distributions. According to departmental norms, the average grade in a 100- and 200-level Psychology courses are 67 for an exceptionally strong class, 65 for an average class, and 63 for a weak class, with a standard deviation of 14. The corresponding figures for 300- and 400-level classes are 70, 68, and 66, with a standard deviation of 13. Scaling may be used in order to comply with these norms; grades may be scaled up or down as necessary by the professor or department. Grades are not official until they appear on a student’s academic record. You will receive both a percent and a letter grade for this course. At UBC, they convert according to the key below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td>A</td>
<td>85-89%</td>
</tr>
<tr>
<td>A-</td>
<td>80-84%</td>
</tr>
<tr>
<td>B+</td>
<td>76-79%</td>
</tr>
<tr>
<td>B</td>
<td>72-75%</td>
</tr>
<tr>
<td>B-</td>
<td>68-71%</td>
</tr>
<tr>
<td>C+</td>
<td>64-67%</td>
</tr>
<tr>
<td>C</td>
<td>60-63%</td>
</tr>
<tr>
<td>C-</td>
<td>55-59%</td>
</tr>
<tr>
<td>D</td>
<td>50-54%</td>
</tr>
<tr>
<td>F</td>
<td>0-49%</td>
</tr>
</tbody>
</table>
ETHICAL CONDUCT: PRACTICES AND POLICIES

Don’t Cheat. Don’t Plagiarize. It’s Not Worth It.
Read on for Key Definitions, Consequences, and Ways to Act Ethically

The consequences for unethical conduct are more severe than you may think: you may fail the assignment or test, you may fail the course, you may be expelled from University, and unable to attend any other post-secondary institution in the future. Think about the long-term implications of that outcome in your life.

Psychology Department’s Position on Academic Misconduct
Cheating, plagiarism, and other forms of academic misconduct are very serious concerns of the University, and the Department of Psychology has taken steps to alleviate them. In the first place, the Department has implemented software that can reliably detect cheating on multiple-choice exams by analyzing the patterns of students’ responses. In addition, the Department subscribes to TurnItIn—a service designed to detect and deter plagiarism. All materials (term papers, lab reports, etc.) that students submit for grading will be compared to over 5 billion pages of content located on the Internet or in TurnItIn’s own proprietary databases. The results of these comparisons are compiled into customized “Originality Reports” containing several, sensitive measures of originality that flag instances of matching text suggesting possible plagiarism; instructors receive copies of these reports for every student in their classes.

During exams, the instructor and invigilators reserve the right to move students in their seating arrangement with no explanation provided.

In all cases of suspected academic misconduct, the parties involved will be pursued to the fullest extent dictated by the guidelines of the University. Strong evidence of cheating or plagiarism may result in a zero credit for the work in question. According to the University Act (section 61), the President of UBC has the right to impose harsher penalties including (but not limited to) a failing grade for the course, suspension from the University, cancellation of scholarships, or a notation added to a student’s transcript. For details on pertinent University policies and procedures, please see Chapter 5 in the UBC Calendar (http://students.ubc.ca/calendar).

Why is Academic Misconduct Treated So Harshly?
Some people don’t feel like cheating on a test or taking a sentence or two from someone else’s paper without citing it is a big deal. Here’s a bit of insight into why we care so much.

In the academic community—a community of which you are now a part—we deal in ideas. That’s our currency, our way of advancing knowledge. By representing others’ ideas in an honest way, we are (1) respecting the rules of this academic community, and (2) showcasing how our own novel ideas are distinct from but relate to their ideas. APA style gives us a formal way to indicate where our ideas end and where others’ begin. Welcome to the academic community. You are expected to act honestly and ethically, just like the rest of us.

Participating in the Academic Community Ethically
What can you do to ensure you are acting ethically in this course? First, recognize that all graded work in this course, unless otherwise specified, is to be original work done independently by individuals.

Visit the Learning Commons’ guide to academic integrity.
UBC offers an online guide to preventing unintentional plagiarism and organizing your writing. Visit http://learningcommons.ubc.ca/resource-guides/avoiding-plagiarism/

Do not copy and paste text from other sources, including other people’s work, even in a draft, as you might unintentionally misrepresent those words as your own in a later draft (which would still qualify as plagiarism).

Keep up to date with course material and prepare well. Avoid putting yourself in panic mode come exam and deadline time. Treat every assignment and exam as a test of your knowledge, without any unauthorized aids of any kind.

If you have any questions about how to complete work without crossing the plagiarism boundary, please ask before handing in your assignment.
ABOUT READINGS IN THIS COURSE

This course is not a traditional survey of topics and issues as one might find in a textbook. Instead, we will be reading approximately one assigned research article per week, beginning with Week 1. It is essential to come prepared, having reviewed the readings.

For the most part, we will be reading primary source research articles in this course, in order to develop skills in reading articles, extracting information from them, critiquing, synthesizing, and applying what we have learned.

Resources for Strategic Reading
Maximize learning and minimize stress by spending some time reviewing these resources.

- **Strategies for Reading Academic Articles** (prepared by the Writing Centre at George Mason University)
- **How to Summarize a Research Article** (a .pdf prepared by the Writing Centre at University of Connecticut)
- **APA Style Workshop** (by the OWL at Purdue)

Finding Readings
Do not pay money to access any of the readings. Use the library.ubc.ca website and resources. I had hoped to curate all of the assigned readings in pdf format on the course Canvas site, but I didn’t because (a) I ran out of time, and (b) it’s actually better for you in the long run if you know how to find your own articles... because after this course I won’t be available to hunt them down for you!

You’ll need:
- A laptop or desktop with internet access
- [http://www.library.ubc.ca/](http://www.library.ubc.ca/)
- The reading list (see below)
- To find additional articles for your paper, consider using databases such as PsycINFO, ERIC, and Academic Search Complete.

BOOK RECOMMENDATION

For a 400-level psychology seminar course, it makes the most sense to focus on the science directly, rather than in pre-packaged form. But I was tempted to assign this excellent book instead! If you are interested in the application of psychological principles to classrooms, I highly recommend this book:


PREPARING FOR CLASS: READINGS AND TOPICS

The topics and readings selected here serve to anchor our primary task: learning how to apply our knowledge of psychology to a teaching support role such as undergraduate teaching assistant. Topics reflect the major tasks of this role: holding office hours and offering effective advice for students, grading and evaluating work, detecting and dealing with plagiarism, acting ethically and professionally with sensitive issues.

Every class, expect a variety of activities designed to help you learn how to apply psychology for teaching contexts. Activities will include but not be limited to: active peer-to-peer and large group discussion that builds on the assigned readings, one or more activities that results in a mini-presentation or written product to hand in (see Participation), feedback on the written or oral presentations of others.

Read on for class-by-class details...
Preparing for Class #1

Please read this entire syllabus, as well as the two blog posts below. Come prepared to discuss how our course is designed to help you develop skills relevant to undergraduate teaching assistantship and other future professional activities. Please also bring to class a copy of Hard, Lovett, & Brady (2019).

See also https://psych.ubc.ca/job-opportunities/teaching-assistantships-in-psychology-winter-2019-20/


Bring to Class #1 (Read if you can, but ok to just bring for today)


You also might be interested in these (optional) articles...


Preparing for Class #2: Bridging Basic (Cognitive) Research to Classroom Applications

These two readings build from cognitive psychological principles of learning and memory to test (Ariel & Karpicke) and recommend (Dunn et al.) evidence based strategies to help people learn. Concepts and applications explored in these articles can help inform an evidence-based approach to recommending study strategies to fellow peers. Discussion of these readings will prepare us to launch the major project in this course.


You also might be interested in these (optional) articles...


Preparing for Class #3: Applying Social Psychology to Help People Learn
These two studies apply social psychological principles of mindset and goals to enhance academic performance. Concepts and applications explored in these articles can help inform an evidence-based approach to recommending study strategies to fellow peers, and may also inspire your major project.


You also might be interested in these (optional) articles...
Preparing for Class #4: Using Psychology to Evaluate Learning Resources

Your major project involves applying psychology to design a study strategy or resource to help other people learn, and evaluating others’ designs. These articles model these tasks. The first article (Fleck et al.) offers an example of how a new strategy can build from past research, and be evaluated in a classroom intervention. The second article takes pre-existing learning tools and evaluates them using student performance and feedback.


Design Proposal (1-page) due today. Use the template provided on Canvas. Submit on Canvas by 4:00pm.

You also might be interested in these (optional) articles...


Preparing for Class #5: Using (and Developing) Rubrics to Evaluate Others’ Work

One of the most important, time-consuming, and challenging tasks of being a teaching assistant is evaluating the work of others. These skills aren’t limited to teaching, however. Any type of job that has a managerial component will likely involve evaluating performance (your own and/or others’) according to some sort of standard.


You also might be interested in these (optional) articles...


Preparing for Class #6: Online Discussion

There will NOT be in-person class meeting today, but will meet on Canvas using the discussion board. Topics will include: outstanding issues and questions from last class, sharing tips and strategies for effective and brief presentations, feedback on the course so far. In addition, you will be asked to conduct peer reviews on your peers’ most recent scholarly reflections. Details to come.

Preparing for Class #7: Presentations

You will present your major project study strategy or resource to the class today, and so will everyone else. You will have a limited amount of time to present your work (exact time to be determined once we know class size). You will need to collect feedback from your peers using the standard feedback form—which also means you’ll be expected to provide feedback to your peers as well.
Preparing for Class #8: Multiple-Choice Tests and Managing Grades Files

In addition to summarizing research relevant to creating (and evaluating) good multiple choice questions, today’s article raises many issues related to invigilation and grading that are of key relevance in the TA role. We will also take this chance to consider how to manage a grades file—be sure to bring your data from last class to use as an example.


You also might be interested in these (optional) articles...


Preparing for Class #9: Skill Building Workshop: Using Scantron, Turnitin, and Canvas

Today’s class will be led by a Teaching Assistant, who will lead you through hands-on demonstrations of the Scantron Machine (used for marking multiple choice questions quickly), Turnitin (used for plagiarism detection), and Canvas (UBC’s current Learning Management System).

Browse these websites to prepare. As you’re browsing, think about how you might use each technology from the perspective of the teacher/TA rather than student.

- https://isit.arts.ubc.ca/scantron/
- https://isit.arts.ubc.ca/turnitin/
- https://isit.arts.ubc.ca/canvas/

Preparing for Class #10: Understanding, Detecting and Avoiding Plagiarism

Building off your introduction to Turnitin software, we will use these articles to consider how we can deal with plagiarism and related issues of academic integrity. We will also bridge to our next topic: ethics and professionalism.


You also might be interested in these (optional) articles...
https://learningcommons.ubc.ca/academic-integrity/

Preparing for Class #11: Preparing your Final Paper
NOTE: 2019 THIS IS ON A TUESDAY. IF YOU HAVE A SCHEDULE CONFLICT, PLEASE LET ME KNOW.

Today’s timeblock, 12-3, will be reserved as time to help you work on and troubleshoot aspects of your final paper. Come prepared with questions/challenges. Time will be spent in small working groups, and I will circulate to help advise as needed.

Preparing for Class #12: Ethics and Professionalism... and Beyond!
Today’s articles will help prompt a discussion of confidentiality, professional conduct, and dealing with challenging situations with students (and the course instructor).


You also might be interested in these (optional) articles...

ACKNOWLEDGEMENTS AND COPYRIGHT
This course is held on the traditional, ancestral, and unceded territory of the Musqueam people. The original design of this course was inspired by an undergraduate Teaching Assistant course designed by Dr. Joe Kim (McMaster University). Feedback from Dr. Sunaina Assanand and Dr. Victoria Savalei were also helpful in the design and content. Special thanks to Abigail Yuen for interpreting a list of about 50 potential readings, looking up precise reference details, and converting them to APA style.